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Tender

## **Internal Audit Services**

Stockport Homes Ltd

F02: Contract notice

Notice identifier: 2023/S 000-028423

Procurement identifier (OCID): ocds-h6vhtk-040400

Published 26 September 2023, 5:01pm

The closing date and time has been changed to:

**17 November 2023, 12:00pm**

See the [change notice](#).

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Stockport Homes Ltd

Cornerstone, 2 Edward Street

Stockport

SK1 3NQ

#### **Contact**

Ms Sarah Herod

#### **Email**

[sarah.herod@stockporthomes.org](mailto:sarah.herod@stockporthomes.org)

**Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.stockporthomes.org>

Buyer's address

<https://www.stockporthomes.org>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://procontract.due-north.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

Housing and community amenities

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Internal Audit Services

Reference number

DN691648

#### **II.1.2) Main CPV code**

- 79212200 - Internal audit services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Stockport Homes Group invites competitively tendered offers from suitably qualified and experienced company's to deliver Internal Audit Services for an initial period of three years with the option to extend for a further two years subject to agreement commencing 1 April 2024.

Stockport Homes Group operates as a group structure. The Internal Audit Contract will work across SHG and always consider the Group as a whole when undertaking activity. To ensure assurance can be provided to both SHG Board and Subsidiary Board(s).

This tender will follow the "Open Tender" process. This means that it is a one-stage process.

Whilst this is a single stage process, tenderers will be required to complete and return a Selection Questionnaire (SQ) as part of Tender documentation.

Below is an anticipated timetable for the Tender

Dispatch of ITT Tuesday 26 September 2023

Clarification Questions Close Monday 16 October 2023, 4pm

Return of Tenders Friday 27 October 2023, 12pm

Clarification Meetings Monday 13 November 2023

Selection of Successful Tenderer Decision to be approved by SHG Board on Monday 11 December 2023

Formal Contract Award to be made no later than Friday 15 December 2023

10 day standstill period ends Wednesday 27 December 2023

(This accounts for Christmas Bank Holidays)

Contract Signatory As SHG closes over Christmas, it is envisaged that Contracts will be signed by Friday 5 January 2024.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 79212200 - Internal audit services

#### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

#### **II.2.4) Description of the procurement**

Stockport Homes Group invites competitively tendered offers from suitably qualified and experienced company's to deliver Internal Audit Services for an initial period of three years with the option to extend for a further two years subject to agreement commencing 1 April 2024.

Stockport Homes Group operates as a group structure. The Internal Audit Contract will work across SHG and always consider the Group as a whole when undertaking activity. To ensure assurance can be provided to both SHG Board and Subsidiary Board(s).

Stockport Homes Group will require its Internal Auditor to: (but not limited to)

Risk and Assurance Framework

- Conduct a baseline review of SHG's current risk and assurance framework and produce recommendations for strengthening the internal control environment.
- Provide advice and guidance on the systems and processes for risk management within SHG, including the continued development and strengthening of the risk management framework / strategy for SHG.
- Bring sector expertise to SHG to ensure the risk and assurance framework is in line with best practice and able to deal with emerging risks.
- Provide updates and guidance in relation to developments / best practice in relation to risk management and internal audit and other issues related to the social housing / other sectors that are pertinent to the operations of the Group.
- Ensure SHG is working in line with requirements of the Regulator of Social Housing and ensure Internal Audits provide evidence of compliance with any of the related Regulatory Standards.
- Contribute to the integrity of SHG's governance processes and commitment to value for money.

#### Development of Internal Audit Plan

- Produce a robust and comprehensive three-year strategic Internal Audit Plan in consultation with senior managers and the Audit and Risk Committee which reflects SHG's current risks and assurance requirements.
- Ensure the Internal Audit Plan meets the regulatory requirements faced by SHG and identify any gaps in regulatory compliance.
- The Plan must provide independent assurance over the internal control framework and any regulatory obligations.
- The Plan must ensure that there is suitable testing of the internal controls that exist, providing an independent assessment of whether they are appropriate, are operating effectively, and are adequate and proportionate.
- The scope and delivery of the three-year Internal Audit Plan must however also remain flexible to be able to respond and adapt to SHG's changing internal and external operating environment.
- Implement a rolling annual programme of internal audit reviews which provide assurance over SHG's existing control environment, and which also identify improvement areas and signpost to appropriate external best practice which SHG can learn from

## Planning and Delivery of Internal Audits

- Ensure that the scope of each internal audit is outlined and agreed in advance of the fieldwork taking place and that wider considerations about SHG's business are reflected appropriately in each internal audit.
- Ensure all scopes (terms of reference) outline the risks to be tested, the approach to testing that will be performed and indicative sample sizes for testing.
- Ensure all internal audits are delivered to agreed timescales and ensure all internal audits are properly resourced in terms of auditor knowledge and experience, with appropriate access to senior input as required, and appropriate supervision at all times.
- Ensure that all internal audits of a service area subject to a legal / regulatory requirement are operating compliantly in line with those legal / regulatory requirements (including those set out by the Regulator of Social Housing)
- Ensure that all internal audits are delivered in line with applicable Internal Audit Standards.
- Ensure the provision of high quality, accurate and timely reports, in a format agreed with the Audit and Risk Committee, which detail internal audit findings, recommendations for improvement and signposting to sources of best practice.
- Reports will outline the internal auditors view of the risk identified and the risk associated with not implementing the recommendations. All recommendations to be practical and proportionate in terms of cost / benefit.
- A template report to be submitted alongside the tender.
- Ensure reports are accessible to Board Members and able to be reviewed on a range of devices, including iPads.
- Work with managers and officers to ensure that agreed recommendations are fully enacted and embedded, as intended, in a timely manner and to report back to Audit and Risk Committee regularly on this matter.

## Audit and Risk Committee

- Attend each Audit and Risk Committee meeting in person (four per year) to provide assurance on delivery of the internal audit programme and to present the reports of reviews which have been completed and confidently handle any questions arising from the presentation of the report to the Committee.

- Be available for private discussions with the Audit and Risk Committee as and when required throughout the year, as required by the Audit and Risk Committee.
- Meet with the Chair of the Audit and Risk Committee in private, at a frequency to be agreed.

#### Contract Management and Delivery

- Resource the contract appropriately with both a named senior and operational lead for the contract to ensure delivery is in line with agreed standards / KPI's. The named leads must attend regular contract management meetings.
- Provide relevant training to managers, Wider Leadership Forum and Members of the Audit and Risk Committee (and other Board Members) as required.
- Have effective liaison with the External Auditors to ensure the internal audit programme complements the statutory audit and provides assurance that the External Auditors can rely on.
- The Internal Auditor should seek feedback on the experience of the delivery of the Internal Audit Contract from a range of stakeholders within SHG and act on any negative feedback / suggested improvements in a timely manner.

This tender will follow the "Open Tender" process. This means that it is a one-stage process.

Whilst this is a single stage process, tenderers will be required to complete and return a Selection Questionnaire (SQ) and part of Tender documentation.

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#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 April 2024

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

## **IV.2) Administrative information**

### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Originally published as:

Date

27 October 2023

Local time

12:00pm

Changed to:

Date

17 November 2023

Local time

12:00pm

See the [change notice](#).

### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

### **IV.2.7) Conditions for opening of tenders**

Date

27 October 2023

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Stockport Homes

Cornerstone, 2 Edward Street

Stockport

SK1 3NQ

Country

United Kingdom